



OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, APRIL 18, 2016 – 6:00 P.M.
CITY HALL

Members Present: Jerry D. Roseberry, Mayor, and Councilmembers present: Jim Windham, Terry Smith, Sarah Davis, George Holt, David Eady, and Mike Ready.

Others Present: Bob Schwartz, City Manager; Dave Harvey, Police Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Cheryl Ready, Hoyt and LaTrelle Oliver, Carol and Neil Penn, Mike Besaw, Penny Windham, Todd Cain, Kendra Mayfield, Jeff Wearing, Judy Greer, Pratt Cassity with University of Georgia, Erik Oliver, Lucas Oliver, Simon Oliver and Arthur Oliver.

Honorary Councilmember – Councilmember Eady appointed Mike Besaw as the Honorary Councilmember for May.

Mayor's Announcements

1. Re: Civil War Marker, Georgia Department of Transportation has approved the March to the Sea markers. Councilmember Mike Ready will make a presentation at the May 2nd meeting.
 2. May 26th is a Water Summit Meeting at the Center @ 10:00 am to discuss the future of water systems in Newton County.
 3. We will have to go through the Water First Recertification. This will be facilitated by Newton County Tomorrow; the city will be required to participate in certain aspects of this recertification.
 4. The city will also participate in the Newton County Comprehensive Transportation Plan that will be handled by ACOM a company out of Atlanta with Newton County Tomorrow assisting with this project.
 5. The Budget Work Session is scheduled for Monday, April 25th at 6:00 pm.
 6. Budget Committee – Mayor Roseberry appointed Councilmember George Holt to chair the committee with assistance from Councilmembers Terry Smith and Jim Windham. Mayor Roseberry also asked the budget committee to review city contract for Old Church.
- ***UGA Project Report** – The meeting was turned over to Pratt Cassity, director of the University of Georgia Center for Community Design and Preservation. Cassity presented a

Mid-Point Presentation of the Special Projects Study.

Cassity said they titled this project "Oxford Design Choices". The project is to provide critical choices to proceed with community improvements and a plan to help make them easy.

First concept referenced Visual Preference Decisions – Oxford needs a visual decision making tool. This workshop will lead to a way to evaluate decisions and move forward on changes. Cassity indicated because there are so many choices..... Sometimes the number of choices can make things more difficult. He outlined the project based on the following items.

Workshop Themes where they reviewed:

Clarity

Design Excellence

Access to Green space

Asset-based Problem Solving and

Quality of Life-

The Components of the Project include:

Asset Map/Iconic Infographic /GIS-Arwen Chin

Historic Resource Survey – Find It! Program

Ideas of Community baseline research and analysis- by Stephen Ramos

THE DESIGN WORKSHOP

A planning atelier in May for Asbury Park – Doug Pardue

They presented common themes of modern architecture which included:

"Form follows function", a dictum expressed by Frank Lloyd Wright's early mentor Louis Sullivan, meaning that the result of design should derive directly from its purpose.

Simplicity and clarity of forms and elimination of "unnecessary detail."

Materials at 90 degrees to each other.

Visual expression of structure (as opposed to the hiding of structural elements)

"Truth to materials", meaning that the true nature of a material ought to be seen rather than concealed.

Use of industrially-produced materials; adoption of the machine aesthetic.

He outlined Oxford's Historic Resources Based on Age stating that a large portion of properties in Oxford are 40 years old. He also showed the vacant or City owned properties, property younger than 40 years and property owned by Emory at Oxford.

He spoke in reference to Oxford's New Town Center -

An idea whose time has come or a concept in need of updating? He said that after discussion and thought -- Maybe an interim update is needed. He presented The Design Workshop's HYBRID PLAN explaining how to connect the dots with a map explaining the importance of Nodes and what they mean. -

Nodes are destinations or restful spots,

Paths connect nodes,

Nodes connect to make trails,

Trails encourage walkability

He discussed the importance of signs, their type, design and meaning. He talked about design hierarchy in relation to softer treatments and formal treatments. He discussed the need for sidewalks and how they play a part in safety through design and connectivity. He touched on the Rosenwald School slating it a Historic Site (ruins) and a proposal for the Corner Store at W. Soule and Emory slating it a possible trail head. He pointed out areas of concern where subtle transition is needed and areas where less intervention and more vegetation is needed and protected. Mr. Cassity concluded in saying that still to come out of this study will be a GIS layer with all assets located and named, edited asset map suitable for a logo. They will provide a report on the design workshop with finalized images, funding recommendations and programming text. They will present a New Park Plan (Maymester) with at least 2 community events with the dates to be announced.

- ***Projects Status and Engineer's Progress Reports**
Copies were distributed with no discussion.
- ***FY2017 Annual Budget** – City Manager Bob Schwartz presented the first draft of our Annual Budget for FY2017 (July, 2016 – June 2017). And announced we will have a called work session on Monday, April 25th to review the budget in detail.

The meeting was adjourned at 7:35pm.

Respectfully Submitted;



Lauran S. Willis
City Clerk

***Attachments**

Power Point from UGA
Project Status Report
Engineers Status Report
Draft Budget Report

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, APRIL 18, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Councilmember Eady appointed Mike Besaw as the Honorary Councilmember for May. He will attend the April work session and the May 2nd council meeting. His tour of the city was April 18th.
2. **Mayor’s Announcements**
3. **UGA Project Report** – Pratt Cassity, director of the University of Georgia Center for Community Design and Preservation, and several of his students will present recommendations based on the recent design workshop. After their presentation we will have ample time for feedback from City Council.
4. ***Projects Status and Engineer’s Progress Reports**
5. **FY2017 Annual Budget** – We will distribute the first draft of our Annual Budget for FY2017 (July, 2016 – June 2017). We will have a called work session on Monday, April 25th to review the budget in detail.

*Attachments

Project	Date	Status
2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2014	7/16/2014	Contractor will start in August; plans to finish by end of October.
	6/15/2015	Lauran and Len Strozer agreed the project for ground penetrating radar for SE section of cemetery will start in August.
	8/13/2015	Len is to begin work September 7 - 9.
	9/7/2015	Len started work.
	11/9/2015	Mapping should be done soon. Will install markers soon.
	12/21/2015	Len has ordered the #d stakes for the unmarked and is working on the final draft of his report. He has located 79 unmarked graves, mostly within family plots.
	1/19/2016	Rain has slowed the final part of this down.
	2/14/2016	Len will report at annual Cemetery meeting.
	3/21/2016	Project is substantially complete.
	4/18/2016	Project complete, final invoice paid.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.
	12/17/2015	Plants planted in planters and thriving.
	2/15/2016	On hold for design suggestions from Special Projects Committee.
	3/21/2016	Benches on order.
	4/12/2016	Installed a picnic table behind city hall.

7 Electric Competitive Projects		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	1/14/2016	Met with Corning representatives about city wide fiber. Waiting for cost estimate from Corning.

10 Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.

Project	Date	Status
	9/8/2015	OxC is waiting for study to be approved by Emory.
	2/4/2016	Robert Jordan and Bob met with OxC to discuss alignment of sidewalk now that drainage study is complete. Robert is working on design.
	3/21/2016	Report from Robert at work session.
	4/18/2016	We will have budget estimate as part of FY17 budget.

14 Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
	8/17/2015	Construction is scheduled to start June 2017
	1/19/2016	No status change
	2/10/2016	Bob attended GDOT workshop on acquisition which will be necessary for easements for some of sidewalk project.
	3/21/2016	Title checks and appraisals underway.
	4/18/2016	Title checks and appraisals are both complete. We are waiting for GDOT to appoint a review appraiser. One step at a time!

15 Wayfinding Signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	2/15/2016	Special Projects Committee

16 Pedestrian Crossing of SR31		
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.
	6/15/2015	Project will be funded by Oxford College.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.
	10/19/2015	Some equipment has arrived; but not all.
	11/16/2015	All equipment has arrived. Will set up coordination meeting with contractor and GDOT.
	12/14/2015	DOT cancelled coordination meeting. We're trying to set up another time when they can get here from Tennille.
	1/21/2016	on site meeting scheduled with GDOT.
	2/15/2016	Scheduled to be installed this week.
	3/21/2016	Installed, working on final adjustments to lights. GDOT will install the striped crosswalk when the lights are complete.
	4/4/2016	Crosswalk is operational. Project is complete.

Project	Date	Status
Determining who is JUD from a sewer line and how to enforce ordinance	4/2/15/2015	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.
	9/8/2015	Only 2 homes left to go.

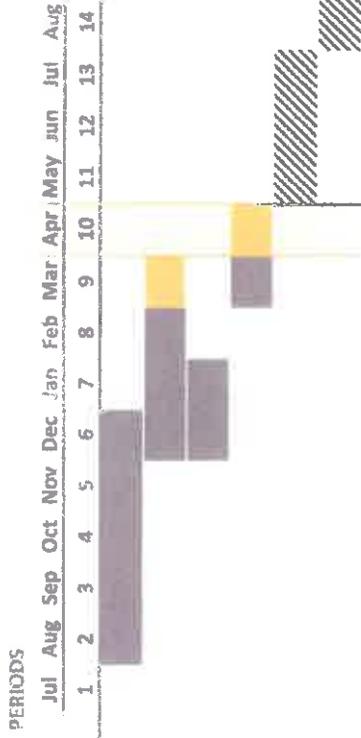
8. Electric System Improvements

\$100,000

Period Highlight: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Jody work with ECG to plan Bonnell St	2	5	2	5	100%
Bids on materials	6	3	6	4	100%
Bids on labor	6	2	6	2	100%
Award bids, issue PO	9	1	9	2	100%
Construction	11	3	0	0	0%
Final Inspection	14	1	0	0	0%



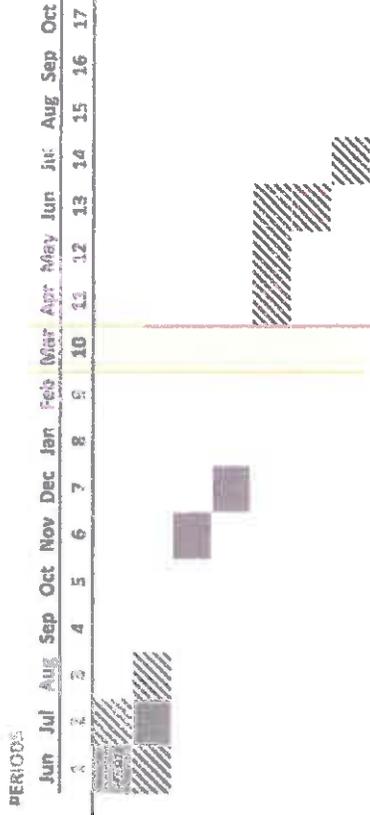
15. Street Repairs

\$32,000

Period Highlight: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	11	3	0	0	0%
Final Inspection	13	1	0	0	0%
LMIG Project closure to DOT	14	3	0	0	0%

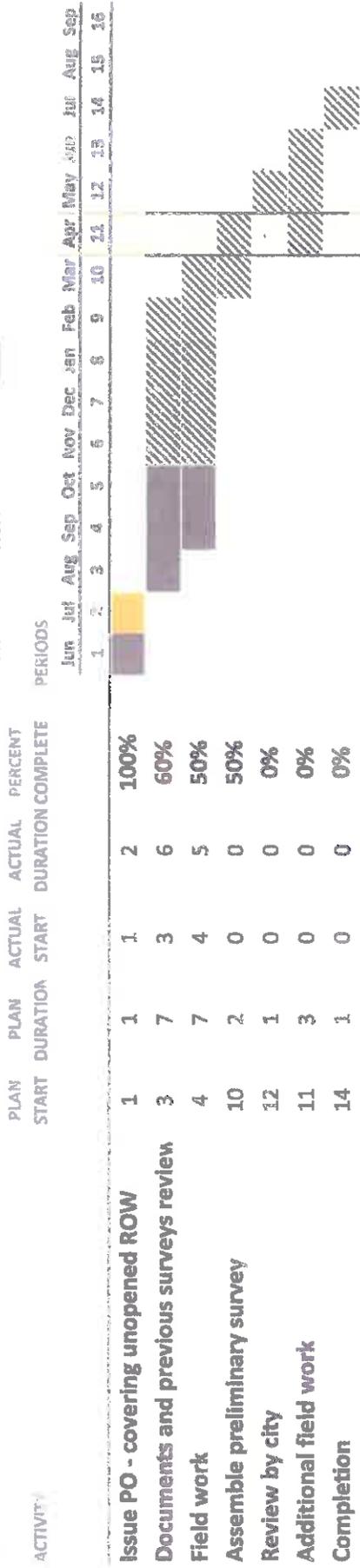


16. Survey of ROW

\$40,000

Period Highlight: 11

Plan Actual % Complete



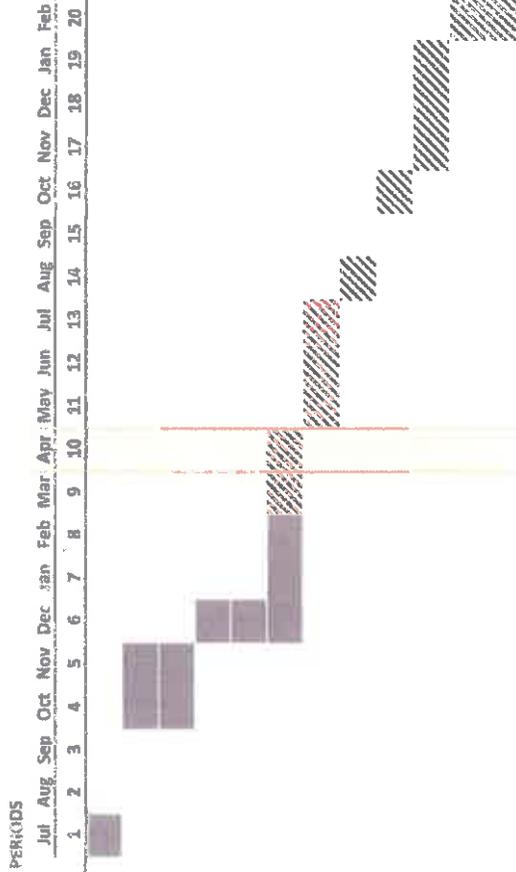
18. Sewer System Improvements

\$200,000

Period Highlight: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engineer	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	3	6	5	75%
Prepare plans	11	3	0	0	0%
Plans review by City	14	1	0	0	0%
Advertise for bids	16	1	0	0	0%
Construction	17	3	0	0	0%
Final inspection	20	1	0	0	0%
Notification to owners and start taps	20	1	0	0	0%

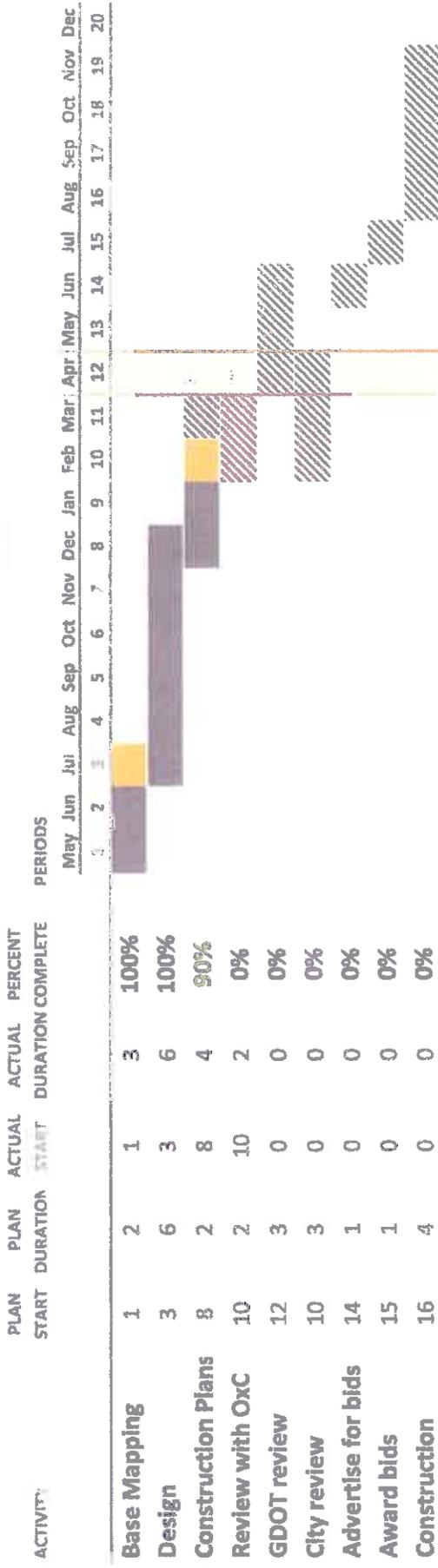


20. Whatcoat Street

\$200,000

Period Highlight: 12

 Plan
  Actual
  % Complete



PERIODS

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20



Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

April 15, 2016

Re: Monthly summary – March activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in March 2016:

1. General Support
 - a. Prepared topo and profile drawings for four water service locations on North Emory Street and submitted to Georgia DOT under the GUPS process; addressed comments.
 - b. Site visit and final inspection of George Street Park storm sewer construction with Jody Reid.
 - c. Performed research into design requirements of boardwalk structures capable of carrying golf cart traffic for George Street trail estimates.
 - d. Met with councilman Windham in Oxford regarding Whatcoat Street layout
 - e. Moore Street sidewalk project: located property corners for Campus Police parcel to support creation of sidewalk easement.
 - f. Met with Wearings regarding Options 3A and 3B for George Street trail routing.
2. Right-of-Way survey project
 - a. GPS data collection of existing survey control monuments for traverse support
 - b. Deed and plat research to aid in ongoing field work
 - c. Identify potential control point locations
 - d. Selected 10 permanent, intervisible control point locations and installed custom brass "City of Oxford" monuments
 - e. Collected first round of control point locations
 - f. Additional survey traverse work in west portion of town, working north to south

Please call or email me if you have questions about any of the items listed above.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS



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Annual Budget - FY2017

July, 2016 - June, 2017

DRAFT presented to City Council April 18, 2016

Mayor Jerry D. Roseberry

Councilmembers

Sarah Davis - David Eady

George Holt - Mike Ready

Terry Smith - Jim Windham

Bob Schwartz, City Manager

Lauran Willis, City Clerk

Dave Harvey, Police Chief

Jody Reid, Supervisor of Public Works and Utilities

CITY OF OXFORD

ANNUAL BUDGET

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2017

Description	FY2015 Actual	FY2016 Budget	Thru March	FY2016 Estimate	FY2017 Recommend	FY2017 Budget	Explanation
General Fund							
1 Revenues	804,399	828,130	679,506	826,453	833,115	0	
2 Transfers from W&S	100,000	150,000	100,000	100,000	100,000		
3 Transfers from Electric	300,000	240,000	300,300	300,000	250,000		
4 Transfers from Sanitation	50,000	70,000	50,000	50,000	150,000		
5 General Fund Revenues	\$1,254,399	\$1,288,130	\$1,129,806	\$1,276,453	\$1,333,115	\$0	
6 Expenditures							
7 City Council	54,746	57,165	30,095	56,944	56,663	0	
8 General Government	595,625	670,894	464,871	626,056	626,315	0	
9 Court	10,654	12,000	10,204	10,939	12,300	0	
10 Police Department	314,130	306,614	235,770	318,860	318,308	0	
11 Street Department	172,096	209,857	124,048	157,285	223,548	0	
12 Cemetery	5,000	10,000	5,000	5,000	10,000	0	
13 Transfers to Capital Fund		24,600			25,215		
14 General Fund Expenditures	\$1,152,251	\$1,291,130	\$869,988	\$1,175,084	\$1,272,349	\$0	
15 General Fund BALANCE	\$102,148	-\$3,000	\$259,818	\$101,369	\$60,766	\$0	
16							
Water & Sewer Fund							
17							
18 Revenues	724,258	723,000	532,097	709,463	713,500	0	
19 W & S Fund Revenues	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	\$0	
20							
21 Expenditures							
21	543,778	573,000	423,073	565,715	611,137	0	
22 Transfers to G/F	100,000	150,000	100,000	100,000	100,000		
23 Transfers to Capital Fund			0	130,000	0	0	
24 W & S Fund Expenditures	\$643,778	\$723,000	\$523,073	\$795,715	\$711,137	\$0	
25 W & S Fund BALANCE	\$80,480	\$0	\$9,024	-\$86,253	\$2,363	\$0	
26							
27 Electric Fund							
27							
28 Revenues	2,564,715	2,418,546	1,822,627	2,406,924	2,480,521	0	

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Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend.	Budget	
29 Electric Fund Revenues	\$2,564,715	\$2,418,546	\$1,822,627	\$2,406,924	\$2,480,521	\$0	
30							
31 Expenditures	1,870,805	1,936,979	1,411,882	1,899,508	1,943,820	0	
32 Transfers to G/F	300,000	240,000	300,300	300,000	250,000		
33 Transfers to Capital Fund	0	0	0	0	50,000	0	
34 Comp Trust transfer to Capital Fund	287,141	241,567	0	277,294	202,217		
35 Electric Fund Expenditures	\$2,457,946	\$2,418,546	\$1,712,182	\$2,476,802	\$2,446,037	\$0	
36 Electric Fund BALANCE	\$106,769	\$0	\$110,445	-\$69,878	\$34,484	\$0	
37							
38 Sanitation Fund							
39 Revenues	135,865	147,665	110,129	146,839	147,215	0	
40 Sanitation Fund Revenues	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	\$0	
41							
42 Expenditures	73,293	77,665	55,441	73,921	76,700	0	
43 Transfers to G/F	50,000	70,000	50,000	50,000	150,000		
44 Sanitation Fund Expenditures	\$123,293	\$147,665	\$105,441	\$123,921	\$226,700	\$0	
45 Sanitation Fund BALANCE	\$12,572	\$0	\$4,688	\$22,917	-\$79,485	\$0	
46							
47 GRAND TOTALS							
48 General Fund							
49 Revenues	\$1,254,399	\$1,288,130	\$1,129,806	\$1,276,453	\$1,333,115	\$0	
50 Expenditures	\$1,152,251	\$1,291,130	\$869,988	\$1,175,084	\$1,272,349	\$0	
51 Balance	\$102,148	-\$3,000	\$259,818	\$101,369	\$60,766	\$0	
52 Water and Sewer Fund							
53 Revenues	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	\$0	
54 Expenditures	\$643,778	\$723,000	\$523,073	\$795,715	\$711,137	\$0	
55 Balance	\$80,480	\$0	\$9,024	-\$86,253	\$2,363	\$0	
56 Electric Fund							

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Description	FY2015		FY2016		Thru	FY2016		FY2017		FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget					
57 Revenues	\$2,564,715	\$2,418,546	\$1,822,627	\$2,406,924	\$2,480,521	\$0					
58 Expenditures	\$2,457,946	\$2,418,546	\$1,712,182	\$2,476,802	\$2,446,037	\$0					
59 Balance	\$106,769	\$0	\$110,445	-\$69,878	\$34,484	\$0					
60 Sanitation Fund											
61 Revenues	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	\$0					
62 Expenditures	\$123,293	\$147,665	\$105,441	\$123,921	\$226,700	\$0					
63 Balance	\$12,572	\$0	\$4,688	\$22,917	-\$79,485	\$0					
64											
65 ALL FUNDS TOTAL											
66 Revenues	\$4,679,237	\$4,577,341	\$3,594,659	\$4,539,678	\$4,674,351	\$0					
67 Expenditures	\$4,377,268	\$4,580,341	\$3,210,684	\$4,571,522	\$4,656,223	\$0					
68 Balance	\$301,969	-\$3,000	\$383,975	-\$31,844	\$18,128	\$0					
69											
70 Interfund transfers	\$450,000	\$460,000	\$450,300	\$450,000	\$500,000	\$0					
71 Revenues w/o transfers	\$4,229,237	\$4,117,341	\$3,144,359	\$4,089,678	\$4,174,351	\$0					
72 Transfers to capital projects fund	\$287,141	\$266,167	\$0	\$407,294	\$277,432	\$0					
GENERAL FUND - REVENUE			75.00%								
1 Real Property Tax-Current Yr.	94,304	96,500	86,684	97,000	92,000		property tax receipts going down??				
2 Property Tax - Prior Year	2,993	6,500	10,358	13,811	10,000						
3 Motor Vehicle Adv.	33,322	38,000	16,034	21,379	22,500						
4 Motor Vehicle TAVT	38,293	40,000	28,260	37,680	38,000						
5 Intangible Tax	1,707	2,000	1,385	1,847	2,000						
6 Real Estate Transfer	2,259	2,000	818	1,091	2,000						
7 Electric Franchise Tax	1,368	1,300	1,261	1,261	1,300						
8 Gas Franchise Tax	14,193	13,000	5,567	7,423	8,000						
9 TV Cable Franchise Tax	21,105	22,000	15,595	20,800	21,000		To allow for Market Price Increase??				
10 Telephone Franchise Tax	3,949	3,500	5,524	7,365	8,000						
11 LOST Sales & Use Tax	327,137	340,000	246,055	328,073	338,000						
12 General Business License	11,480	12,000	11,270	11,800	12,000						

CITY OF OXFORD

ANNUAL BUDGET

U R A F T
FY2017

Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
13 Insurance Premium Tax	115,097	116,000	122,962	122,962	124,000		
14 Penalty/Interest on Del Taxes	534	600	1,096	1,461	1,400		
15 Misc. Income	2,167	1,000	3,287	4,383	1,000		
16 Intergovernmental Revenues	18,280	19,000	18,641	18,641	19,000		
17 Printing/Duplicating Service	147	150	200	267	200		
18 Election Qualifying Fees	0	330	405	405	0		
19 Cemetery Fees	3,584	4,500	1,780	2,373	4,500		
20 Bad Check Fees	1,050	1,250	480	640	1,000		
21 Fines & Forfeitures	45,566	48,000	50,588	67,451	65,000		
22 Interest Revenues	3,264	3,400	2,806	3,741	4,500		
23 Rents and Royalties	1,050	1,500	0	0	1,500		
24 Lease Agreement Income	30,000	30,000	30,000	30,000	30,000		
25 Lease - Verizon	30,150	24,600	18,450	24,600	25,215		Budgeting transfer to capital fund.
26 Proceeds-Dispose of Assets	1,400	1,000	0	0	1,000		
REVENUES TOTAL	\$804,399	\$828,130	\$679,506	\$826,453	\$833,115	\$0	
GENERAL FUND - EXPENDITURES							
CITY COUNCIL							
1 Regular Employees	34,800	34,800	26,100	34,800	34,800		
2 Social Security (FICA)	2,662	2,665	1,997	2,663	2,663		
3 Liability Insurance	16,701	17,000	0	17,000	17,000		Expect bill in April
4 Education & Training	583	2,000	1,451	1,935	2,200		
5 Reg Employees - Election	0	700	547	547	0		
SUBTOTAL	\$54,746	\$57,165	\$30,095	\$56,944	\$56,663	\$0	
GENERAL GOVERNMENT							
1 Regular Employees	205,748	221,482	163,510	218,013	211,482		
2 Overtime	3,430	5,000	3,670	4,893	5,000		
3 Group Insurance	36,159	41,473	25,113	33,484	34,367		
4 Social Security (FICA)	16,035	19,621	12,834	17,112	16,561		
5 Retirement Plan Expense	31,262	31,216	21,942	29,256	31,216		
6 Retirement Cont. (DC) 401	4,068	8,589	3,608	4,811	6,989		

CITY OF OXFORD

ANNUAL BUDGET

DRAFT

Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
7 Workers' Comp Insurance	363	750	3,508	3,508	1,000		Pending WC audit & changes
8 Unemployment Payments	5,940	2,000	0	0	2,000		No employees qualified FY2016
9 Professional	91,108	119,000	79,258	105,677	119,500		Includes NC Tomorrow @ 6,000 & Church St Services @ 30,000
10 Professional Services-Fire	18,311	20,000	18,202	18,202	20,000		
11 Technical Purchased Service	31,045	32,200	32,806	43,741	35,000		
12 Repairs & Maintenance	26,574	20,000	29,429	39,239	25,000		
13 Whatcoat Building maintenance	0	5,000	0	0	5,000		
14 Liability Insurance	12,599	15,000	0	15,000	15,000		Expect bill in April
15 Telephone - Postage	21,131	24,000	17,422	23,229	24,000		
16 Advertising & Promotions	12,961	6,000	3,915	5,220	6,000		
17 175th City Anniversary	18,686	0	0	0	0		
18 July 4th parade expenses	0	5,000	4,607	4,607	5,000		
19 Dues & Fees	12,665	10,000	6,136	8,181	10,000		
20 Education & Training	7,082	8,000	6,078	8,104	8,000		
21 Supplies & Materials	16,745	18,000	15,502	20,669	20,000		Added Increase in paper and copies and ink
22 Energy - Utilities	15,519	16,000	10,625	14,167	16,000		
23 Small Equipment Under \$5,000	4,957	5,000	4,019	5,359	5,000		
24 Other/Meetings & Events	3,148	4,000	2,693	3,591	4,000		
25 Contingency - General	0	33,363	0	0	0		
26 Contingencies - cash over & short	89	200	-6	-8	200		
SUBTOTAL	\$595,625	\$670,894	\$464,871	\$626,056	\$626,315	\$0	
COURT							
1 Contract - Judge	5,000	5,000	3,750	5,000	5,000		
2 Contract - Public Defender	0	500	129	172	500		
3 Contract - Solicitor	4,400	4,800	5,600	4,800	4,800		
4 Education - Clerk	225	300	0	0	600		2 Clerks Annual Mandatory training
5 Education - Judge	1,029	1,200	725	967	1,200		

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Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
5 Retirement Plan Expense	10,280	10,270	6,957	9,276	10,270		
6 Retirement Cont. (DC) 401	0	816	190	253	976		
7 Workers' Comp Insurance	5,582	8,500	3,112	4,149	6,200		
8 Professional (arborist)	600	1,000	488	651	1,000		
9 Professional - Engineering	5,413	6,000	2,340	3,120	6,000		
10 Disposal Services-Landfill Fees	718	750	1,803	2,404	2,000		
11 Contract Lawn Care	22,776	17,000	20,220	20,220	0		
12 Repairs & Maintenance	12,446	20,000	6,607	8,809	20,000		
13 Education & Training	0	1,000	125	167	1,000		
14 Contract Labor	17,140	6,200	1,182	1,576	30,000		13,000 grass cutting, 2,000 street repairs, 15,000 PT leaf and brush truck driver
15 Supplies & Materials	14,901	18,000	11,448	15,264	16,000		
16 Gasoline/Diesel	4,249	7,000	2,140	2,853	5,000		
17 Small Equipment Under \$5,000	0	1,500	0	0	1,500		
18 Uniforms	2,291	2,300	1,538	2,051	4,600		
19 Stormwater Management	3,500	3,500	3,500	3,500	3,500		
20 Day, arborist)	4,622	7,000	5,404	7,000	7,000		
21 City Tree Removal	20,400	20,000	15,750	21,000	25,000		more trees are declining
22 City Trail Maintenance	8,850	7,000	1,950	2,600	5,000		
23 Sidewalks	0	3,000	0	0	3,000		
SUBTOTAL	\$172,096	\$209,857	\$124,048	\$157,285	\$223,548	\$0	
CEMETERY							
24 Cemetery Found. Maint. Suppl.	5,000	5,000	5,000	5,000	5,000		Annual request from Foundation
25 Tree Removal	0	5,000	0	0	5,000		
SUBTOTAL	\$5,000	\$10,000	\$5,000	\$5,000	\$10,000	\$0	
WATER & SEWER FUND - REVENUES							
1 Water Charges/Sales	416,829	450,000	334,927	446,569	450,000		
2 Water Tap Fees	57,025	30,000	16,380	21,840	20,000		

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Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
3 Sewer Charges/Sales	239,129	236,000	176,906	235,875	239,000		
4 Sewer Tap Fees	10,905	4,000	3,884	5,179	4,000		
5 Hydrant Meter	370	3,000	0	0	500		
TOTAL REVENUES	\$724,258	\$723,000	\$532,097	\$709,463	\$713,500	\$0	
WATER & SEWER FUND - EXPENDITURES							
6 Regular Employees	25,869	34,833	26,199	34,932	51,338		includes 100% of meter reader
7 Overtime	1,544	2,833	1,116	1,488	3,000		
8 Employee Insurance	322	3,008	2,088	2,784	8,600		
9 Social Security (FICA)	2,091	2,881	2,090	2,787	4,157		
10 Retirement Cont. (DC) 401	909	1,393	900	1,200	2,542		
11 Workers' Comp Insurance	423	850	2,383	3,177	2,400		
12 Legal & Professional	3,900	4,400	3,900	3,900	3,900		Georgia EPD annual fee
13 Sewer Treatment Fees	103,125	110,000	80,663	107,551	110,000		
14 Repairs & Maintenance	23,293	25,000	17,822	23,763	25,000		
15 Liability Insurance	3,242	3,400	0	3,400	3,400		Expect bill in April
16 Telephone-Postage	1,180	1,200	825	1,100	1,200		
17 Dues & Fees	1,208	1,200	1,082	1,082	1,200		
18 Education & Training	2,272	1,000	3,086	4,115	2,500		more required stormwater training
19 Contract Labor	0	5,000	12,760	17,013	10,000		more connections
20 Temporary Labor	10,604	0	364	364	0		
21 Materials & Supplies	21,044	20,000	15,117	20,156	20,000		
22 Energy - Utilities	2,024	1,900	1,436	1,915	1,900		
23 Gasoline/Diesel	3,000	3,400	1,458	1,944	2,400		
24 Water for Resale	158,878	165,000	107,217	142,956	160,000		
25 Small Equipment Under \$5,000	1,398	3,000	0	0	3,000		
26 Uniforms	1,936	2,600	1,792	2,389	2,600		
27 Depreciation Expense	166,159	160,000	140,775	187,700	186,000		estimate from auditor
28 Bad Debt Expense	9,357	6,000	0	0	6,000		

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Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
29 Contingency	0	14,102	0	0	0	0	
TOTAL EXPENDITURES	\$543,778	\$573,000	\$423,073	\$565,715	\$611,137	\$0	
ELECTRIC FUND - REVENUES							
1 Electric Sales	2,096,697	1,992,829	1,663,563	2,218,084	2,103,154		ECG estimate
2 Penalties After the 15th	113,628	115,000	79,417	105,889	105,000		
3 Service Charges	5,975	6,000	5,750	7,667	7,000		
4 Interest Revenue	184	150	79	105	150		
5 Municipal Competitive Trust	287,141	241,567	4,082	5,443	202,217		
6 Other Rebates-Off System Sales	61,090	63,000	69,736	69,736	63,000		
TOTAL REVENUES	\$2,564,715	\$2,418,546	\$1,822,627	\$2,406,924	\$2,480,521	\$0	
ELECTRIC FUND - EXPENDITURES							
7 Regular Employees	94,416	104,386	82,433	109,911	96,489		
8 Overtime	3,747	4,333	3,239	4,319	5,000		
9 Employee Insurance	15,530	19,195	14,304	19,072	17,053		
10 Social Security (FICA)	7,455	8,317	6,554	8,739	7,764		
11 Retirement Plan Expense	20,991	35,016	24,618	32,824	35,016		
12 Retirement Cont. (DC) 401	0	316	196	261	0		
13 Workers' Comp Insurance	3,616	1,300	1,741	1,741	1,741		
14 Repairs & Maintenance	3,935	6,200	4,722	6,296	6,200		
15 Power line Tree Trimming	18,418	25,000	13,087	17,449	25,000		
16 Liability Insurance	12,184	13,000	0	13,000	13,000		Expect bill in April.
17 Telephone-Postage	6,995	8,700	5,752	7,669	8,000		
18 Linemen Training	1,347	6,000	0	2,500	6,000		
19 Contract Labor	0	20,000	0	0	20,000		No big storms in FY15. Or FY16 so far.
20 Temporary Labor	10,604	0	364	364	0		
21 Supplies & Materials	15,355	15,000	16,108	21,477	20,000		more underground lines
22 Energy/Utilities	8,891	9,500	4,976	6,635	7,500		
23 Gasoline/Diesel	3,823	7,000	2,737	3,649	5,000		
24 Electricity Purchased	1,548,800	1,539,355	1,162,138	1,549,517	1,525,257		ECG estimate

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Description	FY2015	FY2016	Thru	FY2016	FY2017	FY2017	Explanation
	Actual	Budget	March	Estimate	Recommend	Budget	
25 Small Equipment Under \$5,000	212	5,000	985	1,313	5,000		
26 Uniforms	5,378	5,300	3,387	4,516	5,300		
27 Pole Replacement	0	0	0	0	35,000		start this again
28 Street Lights	0	2,500	0	2,200	2,500		
29 Depreciation	82,544	82,000	65,250	87,000	87,000		estimate from auditor
30 Bad Debt Expense	6,554	14,000	-709	-945	10,000		
31 Contingency	0	5,561	0	0	0		
TOTAL EXPENDITURES	\$1,870,805	\$1,936,979	\$1,411,882	\$1,899,508	\$1,943,820	\$0	
SANITATION FUND - REVENUES							
1 Refuse Collection Charges	135,516	147,165	110,105	146,807	147,165		
2 Sale of Recycled Materials	349	500	24	32	50		
TOTAL REVENUES	\$135,865	\$147,665	\$110,129	\$146,839	\$147,215	\$0	
SANITATION FUND - EXPENDITURES							
3 College Walk Dumpster Fees	6,650	6,700	4,988	6,651	6,700		
4 Contracted Garbage Pickup	65,202	66,000	50,453	67,271	67,500		
5 Depreciation	0	0	0	0			
6 Bad Debt Expense	1,441	2,800	0	0	2,500		
7 Contingency	0	2,165	0	0			
TOTAL EXPENDITURES	\$73,293	\$77,665	\$55,441	\$73,921	\$76,700	\$0	

DRAFT



Capital Budget

FY2017 - FY2021

July, 2016 - June, 2021

DRAFT presented to City Council April 18, 2016

FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

<p>1 Bike/Pedestrian Pathways/Trails - construct a 10 foot wide concrete walking trail on the George Street unopened right-of-way from Wesley Street west to the existing walking trail .</p>	<p>115,000</p>	<p>115,000</p>	<p>115,000</p>	<p></p>
<p>2 Cemetery Mapping - the final phase of the digital mapping of the cemetery (phase 4a - the southwest section and phase 4b the extreme northwest section). The work will be performed by Len Strozier of Omega Mapping Services.</p>	<p>6,710</p>	<p>6,800</p>	<p>6,800</p>	<p></p>
<p>3 City Clerk's Office</p> <p>Cemetery Legacy Software - to capture cemetery records completely and totally for the good of the past, present, and future of the cemetery. This software will bring us to out conclusion of the past three years of efforts to locate and digitize all cemetery records. This will included the mapping setup based on acreage, software support and training. Includes image, scan, and document attachment to client records in a mature database.</p>	<p>13,000</p>	<p>13,000</p>	<p>13,000</p>	<p></p>
<p>File Room Improvements for Clerk's Office</p> <p>Christmas pole mounted wreaths - purchase 8 wreaths, to carry through to east side of city and to replace some damaged wreaths</p> <p>Folder inserter for Clerk's Office - to prepare the monthly utility bills, to replace failing equipment</p>	<p>5,500</p> <p>4,500</p> <p>4,000</p>	<p>5,500</p> <p>4,500</p> <p>4,000</p>	<p>5,500</p> <p>4,500</p> <p>4,000</p>	<p></p> <p></p> <p></p>
<p>City Clerk SUBTOTAL</p>	<p>27,000</p>	<p>27,000</p>	<p>27,000</p>	<p></p>
<p>4 City Master Plan Development and Implementation - continuation of project to encourage commercial and residential development in the city.</p>	<p>100,000</p>	<p>100,000</p>	<p>100,000</p>	<p></p>
<p>5 City Parks Design and Build - continuation of project to design and build the Asbury Street Park and to develop other parks as approved by Council.</p>	<p>250,000</p>	<p>250,000</p>	<p>150,000</p>	<p>100,000</p>

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18

FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

<p>6 East Clark Street - Complete redevelopment of East Clark Street including water, street, sidewalk, electric, and drainage. Sewer will be funded with the GEFA loan.</p>	<p>250,000</p>	<p>250,000</p>	<p>250,000</p>	
<p>7 Electric System Improvements - Each year we select a project to improve our electric system. Investing in improving our infrastructure helps maintain a reliable electric system. This year we will replace utility poles that are going bad in their tops along Wesley street and W Richardson Street. We have rot in the tops and some of the insulators are breaking apart. There is also a single phase feeder off of this line that goes through the woods beside a lake that we will replace with an underground line in this project. Since the electric fund makes a significant contribution to the capital projects fund each year, it is fitting to use some of the capital projects fund to help maintain the electric system.</p>	<p>100,000</p>	<p>100,000</p>	<p>100,000</p>	
<p>8 Moore Street Sidewalk - To extend the Moore Street sidewalk on the north side of the street west from the College gym to the city limits to Longstreet Circle.</p>	<p>175,000</p>	<p>175,000</p>	<p>175,000</p>	
<p>9 Old Church - Structural repairs to Old Church including balcony repairs, seal leaks around steeple, install attic exhaust fan to diminish damaging heat transfer, paint all exterior walls, construct permanent ADA access to church. ESTIMATED COST</p>		<p>13,000</p>		

O R D E R
 FY2017
 A P P R O P R I A T E

FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

	Pedestrian Bridge/Sidewalk - This project will build a pedestrian bridge across I-20 and extend the sidewalk from the bridge along the west side of Emory Street north to Fletcher Street. The project is funded with state and federal funds along with the local share from the cities of Covington and Oxford. The only funds we show here are the City of Oxford funds. The construction is scheduled to start in June, 2017. We are spending some of our funds to acquire the ROW and easements necessary for the sidewalk. Most of our funds will be spent as matching money for the sidewalk construction in FY18.	10,000	10,000	10,000	
10					
11	Sidewalks - Extend sidewalks throughout the city in locations to be determined by connectivity study. This project will take several years.	100,000	100,000	100,000	
12	Storm Drainage plans and improvements - to be used throughout the year to make both major and minor improvements to our storm drainage system and to help us meet the requirements of our storm drainage plan. This is an ongoing project for the next several years.	10,000	10,000	10,000	
13	Street Repairs and Resurfacing - this project is done annually with some funding from GDOT from the LMIG program. It requires a local funds match. We may want to overmatch in FY17 to help catch up with our resurfacing requirements.	40,000	100,000	21,000	19,000
14	Survey of city rights-of-way - Completion of the project begun in FY16.	4,000	4,000	4,000	
15	Vehicles and Equipment				

W B R A N F T
 5/17/17

FY2017 Capital Budget Detail

	Request	Recommend	City Funds	Other Funds
Replacement patrol vehicle - To replace the 2010 Chevy Impala as a primary patrol vehicle. It will be used as the backup vehicle replacing the 2008 Impala. It will have 92,000 miles by the end of the fiscal year. We have spent over \$1,400 repairing the Impala. Our patrol inventory will be 2 - 2013 Fords; 1 - 2015 Ford, and 1 - 2016 Ford with the 2010 Impala used as a spare. We would not need to purchase another patrol car for at least three years unless some unforeseen issue happens.	24,000	24,000	24,000	
Equipment for new patrol vehicle - Lights, siren, radar, decals, and transfer video camera from the old patrol car.	12,000	12,000	12,000	
Radio upgrade - Newton County is in the process of upgrading the county wide police radio system that is currently over 10 years old. We can upgrade the software for the walki-talkies but we will need to replace the vehicle radios and the base unit.	18,000	18,000	18,000	
Police Department SUBTOTAL	54,000	54,000	54,000	
Replace 2004 F-250 truck with 142,486 miles.	24,000	24,000	24,000	
Service bucket truck - to access areas that a 60ft bucket truck is too big and heavy for. This will cut down on outage time for power repairs and allow us to work on Emory Street without flaggers or police escort.	103,000	103,000	103,000	
Public Works SUBTOTAL	127,000	127,000	127,000	
Vehicles and Equipment SUBTOTAL	181,000	181,000	181,000	
16 Water/Sewer System Improvements				
GEFA sewer extension project - Extend the city sewer system to 42 homes using a loan from GEFA.	525,000	525,000	0	525,000

O R A F T
 FY2017

FY2017 Capital Budget Detail

Request Recommend City Funds Other Funds

<p>Replace water main on Clark St, Oxford Rd, and Hull St. - This section of water system is about 40+ years old. It was installed with a very thin wall low grade PVC. In the past two years we have repaired the water main four different times in different places.</p>	<p>650,625</p>	<p>650,625</p>	<p>650,625</p>	
<p>Airport Road water line extension - Extend an 8" ductile iron water line north from Danielle Drive to Poole Booth Road to connect with a line from Newton County Water and Sewer. This will give us another interconnection with the NCWS system and enable us to provide water service to additional customers within our service area.</p>	<p>96,000</p>	<p>96,000</p>	<p>96,000</p>	
<p>Water/Sewer System Improvements SUBTOTAL</p>	<p>1,271,625</p>	<p>1,271,625</p>	<p>746,625</p>	
<p>17 Whatcoat Street Improvements - Working with Oxford College, improve Whatcoat Street and Pierce Street. The City will fund most of the work on Whatcoat and the College will fund most of the work on Pierce.</p>	<p>290,000</p>	<p>290,000</p>	<p>290,000</p>	

O R D E R
 FY2017
 A P P R O P R I A T E

OXFORD CAPITAL IMPROVEMENT PLAN FY2016 Results

Account Number	PROJECT DESCRIPTION	FY 2016 (City Funds)	Thru March	FY 2016 Est. Total Spent	FY 2016 Balance	NOTES
1 350.4224.541200.000	Bike/Pedestrian Pathways/Trails	80,000	405	2,000	78,000	
2 350.4950.521200.000	Cemetery Mapping	8,000	7,805	7,805	195	
3 350.1500.522200.000	City Hall and grounds projects	15,000	3,802	3,802	11,198	
4 350.1500.541400.002	City Master Plan Develop & Implement	175,000	119,631	119,631	55,369	
5 350.6220.541100.000	City Park Land Acquisition & Development	150,000	64,532	65,000	85,000	
6 350.6220.541100.001	City Park Playground & Pavilion Design & Build	120,000	338	500	119,500	
7 350.4600.541403.510	Electric Competitive Projects	100,000	0	0	100,000	
8 350.4600.541402.510	Electric System Improvements	100,000	0	94,969	5,031	Bonnell Street area.
9 350.4250.541201.000	George Street Park Storm Drainage	40,000	82,855	82,855	-42,855	
10 350.4200.542102.000	Lawnmowers & Equipment	25,000	18,647	18,647	6,353	
11 350.4224.541201.000	Moore Street Sidewalk	50,000	0		50,000	
12 350.4224.541203.000	Pedestrian Bridge/Sidewalk	60,000	315	5,000	55,000	Preparing for acquisition.
13 350.6220.541101.000	Pocket Parks	30,000	0	0	30,000	Project cancelled.
14 350.1500.521000.000	Software Upgrades Clerk's Office	15,000	0	0	15,000	Project cancelled.
15 350.4250.541200.000	Storm Drainage plans & improvements	5,000	0	5,000	0	
16 350.4200.541400.001	Street Repairs and Resurfacing	32,000	900		32,000	
17 350.4220.541204.000	Survey of city rights-of-way	40,000	17,686	36,000	4,000	
18 350.3200.542200.000	Vehicles & Equipment	8,000	8,000	8,000	0	
19 350.3200.542201.000	Police Dept. Equipment (radar recorder)	3,995	3,995	3,995	0	
20 350.4300.541400.540	Water/Sewer System Improvements	200,000	2,745	16,000	184,000	
21 350.4200.522201.000	Wayfinding signs	10,000	0	0	10,000	Project postponed.
22 350.4226.541201.000	Whatcoat Street Improvements	200,000	6,728	7,000	193,000	
	TOTALS	\$1,466,995		\$476,204	\$990,791	

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 FY2017